

Patricia A. Peshka  
Purchasing Agent



Scott Avedisian  
Mayor

**City of Warwick**  
Purchasing Division  
3275 Post Road  
Warwick, Rhode Island 02886  
Tel (401) 738-2000 Ext. 6240  
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The following notice is to appear on the City of Warwick's website Wednesday, August 10, 2016. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
BIDS REQUESTED FOR**

**Bid2017-100 Varonis Data Protecting & Auditing Software**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, August 10, 2016.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 A.M., Monday, August 22, 2016. The bids will be opened publicly commencing at 11:00 A.M. on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, extension 6241 at least 48 hours in advance of the bid opening date.

**Original Signature on File**

Patricia A. Peshka  
Purchasing Agent

**PLEASE SUBMIT THIS PAGE WITH YOUR BID**

**Acknowledgement of Addendum (if applicable)**

**Addendum Number**

**Signature of Bidder**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ \*

\*Please include your email address. Future bids will be emailed, unless otherwise noted.

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**II. AWARD AND CONTRACT:**

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: \_\_\_\_\_

Bid2017-100

Purchasing Agent

**CERTIFICATION & WARRANT FORM\***

**This form must be completed and submitted with sealed bid.  
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statutes, laws, ordinances and regulations, in particular, but not limited to Chapter 16-Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**\*This form cannot be altered**

**CITY OF WARWICK  
NOTICE TO BIDDERS**

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If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (1) copy in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "Bid2017-100 Varonis Data Protecting & Auditing Software."

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via facsimile or email.

Should you have any questions, please contact Carlos Zambrano, MIS Administrator, 3275 Post Rd. Annex, Warwick, RI at 401-738-2000, extension 6327.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The IRS Form W-9 attached should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

*The successful bidder must provide the City of Warwick with an original certificate of insurance for Professional Liability in a minimum amount of \$1 million, naming the **City of Warwick as the additional insured** and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated Certificate of Insurance upon expiration of the original certificate.*

*Per Section 56-5(f), Post-Bid Award Requirement. When a bid is awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity shall provide to the Purchasing Agent a Certificate of Good Standing dated no more than thirty (30) days prior to the date upon which the bid award was made.*

*The successful bidder will provide said Certificate of Insurance and Certificate of Good Standing within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.*

*The successful bidder will provide said Certificate of Good Standing within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.*

*The Certificate of Insurance and Certificate of Good Standing may be emailed to [bids@warwickri.com](mailto:bids@warwickri.com). Please reference the bid number on your response.*

Failure to provide adequate insurance coverage and Certificate of Good Standing within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

**The successful bidder must adhere to all City, State and Federal Laws, where applicable.**

## BID SUMMARY

Varonis Data Auditing and Protection (DAP) software solution for unstructured data, installation and Professional Services to include the configuration and implementation of the DAP configuration. Bids with alternative manufacturers, brands, and/or models are not accepted, as substitutes for the listed configurations are not allowed.

The bid needs to be detailed and priced on a per-line basis.

In order to appropriately size the bid for Professional Services, read the Professional Services Specifications section to get a good understanding what needs to be included.

## BILL OF MATERIALS

Please follow the below tables in providing the detailed bid. Pricing for all line items have to be provided.

Notes:

- The initial purchase of software (including license keys) must include first year maintenance/support and subscription costs.
- Any/All additional discounts provided on top of the one for the “MSRP Price” is to be included in the “Extended Price” (final product price) on Bid Form.

It is expected that the offered DAP solution will allow for the implementation of the following features. If the DAP solution as specified does not provide this feature identify it and indicate what is required to implement the feature.

- File/data permissions management
- File/data auditing
- File/data access monitoring
- File/data Classification
- File/data discovery
- User Behavior Analytics
- Access threat detection
- Real-time alerting
- Active Directory auditing and reporting



## Bid Form

**Vendors are required to complete the Bid Form and submit with their proposal.**

**Varonis Data Auditing and Protection (DAP)**

Part Number	Description	Qty	MSRP Price	Discount Percent	Extended Price	3 Year Lease
<b>Software Products plus 1 year 24x7 Manufacturer Direct Support</b>						
DA-400L	DatAdvantage for Windows for 400 Users	1				
EC-50L	DatAdvantage IDU for Exchange for 50 Users	1				
DLS-400L	DatAlert Suite for 400 Users	1				
DC-400L	IDU Classification Framework for 400 Users	1				
DAPR-1P	1 DatAdvantage Probe 50SL	1				
<b>Manufacturer Software Subscription &amp; Support for Year 1</b>						
SSPDA1-400L	Annual Software Subscription & Support for DatAdvantage® IDU Analytics (Engine) for Windows for 400 users	1				
SSPEC1-50L	Software Subscription and Support for DatAdvantage® IDU for Exchange for 50 Users for 1 Year	1				
SSPDLS1-400L	Software Subscription and Support for DatAlert® Suite for 400 Users for 1 Year	1				
SSPDC1-400L	Annual Software Subscription & Support for IDU Classification Framework for 400 users	1				
SSPDAPR-1P	P Annual Software Subscription & Support for 1 DatAdvantage® Probe	1				
<b>Manufacturer Software Subscription &amp; Support for Year 3</b>						
SSPDA3-400L	Annual Software Subscription & Support for DatAdvantage® IDU Analytics (Engine) for Windows for 400 users	1				
SSPEC3-50L	Software Subscription and Support for DatAdvantage® IDU for Exchange for 50 Users for 1 Year	1				
SSPDLS3-400L	Software Subscription and Support for DatAlert® Suite for 400 Users for 1 Year	1				
SSPDC3-400L	Annual Software Subscription & Support for IDU Classification Framework for 400 users	1				
SSPDAPR3-1P	P Annual Software Subscription & Support for 1 DatAdvantage® Probe	1				
<b>Professional Services</b>						
Design and Implementation (see separate section for specifications)						
<b>Total for software and 1 year of annual maintenance</b>						
<b>Total for software and 3 year of annual maintenance</b>						

**\*PLEASE PROVIDE A QUOTE TO BUY THE SOFTWARE AND 1 YEAR MAINTENANCE SUPPORT, TO BUY THE SOFTWARE AND 3 YEAR OF MAINTENANCE SUPPORT. ALSO PLEASE PROVIDE A 3 YEAR LEASE MONTHLY PAYMENT PRICE: FOR THE SOFTWARE AND 1 YEAR SUPPORT WITH A DOLLAR BUYOUT AND 3 YEAR LEASE FOR THE SOFTWARE AND 3 YEARS OF MAINTENANCE SUPPORT WITH A DOLLAR BUYOUT.**

## PROFESSIONAL SERVICES FOR IMPLEMENTATION

As part of the bid the Vendor is required to provide a line item for Professional Services for Configuration and Implementation of the provided Varonis Data Auditing and Protection (DAP) software solution for unstructured data. It is expected that in the professional services at least include the following responsibilities to ensure a successful implementation that should provide an optimally functioning Varonis DAP solution and operates within the parameters acceptable to the COW.

- End-to-end project management and planning.
- Full Discovery and Design of all DAP Solution features available and to the specifications of the City of Warwick “COW”. Note this project has to be operated from the perspective that the design is done “from scratch” to ensure an optimal design. So all DAP policies and related configuration details have to be defined and be specific to the needs and requirements of COW, so no boilerplate installation. Also discover all relevant infrastructure for which visibility and control services are needed.
- Provide a complete and detailed Design Specifications document (“Blueprint”) on which the implementation will be based. Note this should include the integration of all targets hosting data that is subject to the Varonis DAP solution.
- Provide a proactive management plan that allows COW on a progressive basis to scrub the system of unnecessary data elements allowing for an optimal functioning of the DAP Solution.
- Installation, staging, and configuring of all software components of the DAP Solution, following the Design Specifications document. Note: this implies that all configuration details have to be included in the Design Specifications document prior to installation.
- Integrate DAP Solution into existing Active Directory Infrastructure.
- Create Data Classification policies to identify data types that COW deems critical, as well as additional data types relevant to COW.
- Create Visibility Reports based on data points collected during initial phase following the deployment.
- Create Alerting Thresholds associated with analytics and certain file access events to create maximum visibility of data.
- Assist COW to allow the designated DAP Solution administrators to gain understanding on how data retention structures have been organized and permissions are applied to said structures, based on the collected visibility data.
- Assist COW to allow the designated DAP Solution administrators to gain understanding of who the “Top Talkers” are within the different data retention structures determine authorization, based on the collected visibility data.
- Assist COW for a period of 6 months on a 4-hours per month basis with remediation of deficiencies in the data retention infrastructure, including anomalous permissions of different kinds and data retention structure optimization.

- Provide “over the shoulder” training to designated Varonis DAP Solution administrators as part of the implementation to ensure familiarization with the operations of the DAP solution. Note: this is separate from possible the manufacturer support training program.
- Provide “As Built” document that details the implementation and can be used by COW as baseline definition for their Change Management Process.
- Assist COW in creating policies to help the spread of Ransomware with built in Varonis tools.

## VENDOR REQUIREMENTS

A vendor submitting a bid to the specified DAP configuration and related Professional Services is regarded as acceptable if it meets the following requirements:

- Vendor’s operating office needs to be within a radius of 50 miles from the City of Warwick to ensure that vendor can dispatch engineers and technician to COW quickly with short travel times and for designated COW IT staff to easily travel to the vendor’s office.
- At the Vendor’s operating office, the vendor needs to have data center facilities to allow for staging and testing of the DAP solution prior to installing it to site to allow for designated COW IT staff to work with the solution without restriction before deploying it into production.
- Vendor is required to be a Gold Partner of the DAP developer for which they provide the bid
- Vendor is required to only use own employees to perform all the work related to the project. No part of project can be contracted out.
- Vendor is required to only assign employees to the project who are Manufacturer Certified for the products they will be working on.
- Vendor is required to start the project within 15 business days (3 calendar weeks) after receiving the Purchase Order and must be able to complete the implementation and configuration, as well as the initial remediation phase the project within 20 business days (4 calendar weeks) after starting the project.
- Vendor must be able to allow for a flexible implementation time line, recognizing the business needs of COW
- Vendor is required to obtain a certificate of good standing.
- Vendor is required to assign a dedicated project manager to the project
- Vendor is required to provide at least 3 references of highly identical Varonis DAP projects (provide summary of project scope) for customers in the education or non-profit market.

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid2017-100 Varonis Data Protecting & Auditing Software

**I. BID:**

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

**Pricing as Submitted**